

Job Coach Job Description

Job Title:	Job Coach
Reporting Relationship:	Reports to the EmployAbility Limk Manager
Key Working relationships:	Board of Management, Manager, Supported employment team, Clients, Employers, Funders & other stakeholders.
Location:	5 Mallow Street, Limerick

The service is managed by a Voluntary Board of Directors.

Work Access Ltd trades as Employability Limerick and is a Supported Employment Service which works with job applicants and employers to increase the participation of those with a health condition or a disability into employment.

Overall purpose of the job:

The Job Coach will guide and support the job applicant prior to and during job placement so that the client may achieve independence in the workplace.

Key Duties and Responsibilities:

- Manage a minimum caseload of 25 clients at any one time.
- Undertake employment assessment and career planning with participants to assess their employment goals, skills and establish individual employment plans.
- To meet with the client regularly and as required to determine the individual's employment aspirations, experiences, abilities skills and potential obstacles.
- To establish a rapport with the clients and develop positive working relationships, ensuring the client is an active participant in all phases of the Job Placement process.
- Be proactive in working with employers to source and secure employment opportunities for participants.
- Design proactive job development strategies as needed, including job customisation to help participants secure employment opportunities.
- Work with the employee and employer in negotiating appropriate workplace adjustments.

- To complete an environmental analysis to assess whether the workplace will be a supportive environment for a client who may need some level of ongoing support from his/ her co-workers.
- To arrange job interviews for the client and attend job interviews.
- To act as an advocate for the client where necessary
- To provide in person and/or phone supports to the employer, supervisor and co-workers where necessary.
- To respond immediately when issues arise concerning the client's wellbeing.
- To always maintain high professional standards and confidentiality
- To participate when required in case conferences, community of practice days, training and development programmes.
- Participate in regular case progress and supervision meetings with line manager.
- Can work autonomously as well as flexibly as required which may require some working out of 'normal office' hours.
- Maintain a professional relationship with clients, staff and employers with particular attention to confidentiality and the maintenance of boundaries.
- Record the progress of individuals using organisations reporting systems and keep accurate and complete records of casework with them.
- Maintain accurate and complete timesheets/ diaries and other HR related records as required by your manager.
- Any other duties assigned from time to time.

Place of Work:

The Job Coach will be based with the EmployAbility team in 5 Mallow Street Limerick. The position may involve travel throughout the county, and this will vary depending on the client load.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
TRAINING & QUALIFICATIONS	<p>Leaving Certificate or equivalent standard of education or significant prior employment services or other relevant fields.</p> <p>Full & current driver's license & Insurance</p> <p>Competent I.T. skills</p>	<p>Degree or Diploma in Supported Employment, Social Studies, Adult Guidance, or Business-related studies such as HRM.</p> <p>Business sales and marketing experience, including promotion through social media.</p>
EXPERIENCE	<p>Experience of People Development, such as working with and supporting individuals with health conditions, disabilities, or other disadvantaged groups into employment or education.</p> <p>Proven success in helping individuals obtain or retain education and employment.</p>	<p>Experience of partnership working negotiation and liaison with other agencies.</p> <p>Demonstrated experience in job development.</p> <p>Professional networking experience.</p> <p>Personal experience with unemployment issues related to people with illness or disabilities.</p>
KNOWLEDGE & SKILLS	<p>Knowledge of Supported Employment</p> <p>Awareness and familiarity with the issues related to employment for those facing significant barriers.</p> <p>Knowledge of recruitment and employment principles, methods, techniques, and resources.</p> <p>Good negotiation skills and the ability to relate to employers.</p> <p>Innovative approach to reaching solutions and solving problems.</p> <p>Experience or knowledge in PR/Marketing as part of the role involves promoting the service.</p>	<p>Report writing skills.</p> <p>Coaching and motivational interviewing skills.</p> <p>Good numeracy, financial, and information management skills.</p> <p>Understanding of relevant disability and employment policy and legislation.</p> <p>Knowledge of social welfare benefits and disability/employment-related benefits</p>

Communication/ Interpersonal Skills	<p>Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals.</p> <p>Experience working as part of a team and contributing to effective teamwork.</p> <p>Sensitivity towards job seekers' needs and the ability to empower them to succeed in the workplace.</p> <p>Ability to use independent judgment and manage confidential information.</p> <p>Fluency in verbal and written English.</p>	<p>Good influencing skills.</p> <p>Excellent PR and marketing skills.</p>
Special requirements for this position.	<p>Full, clean driving license and means of transport.</p> <p>Willingness to be flexible with working hours to meet the organisation's/client's needs.</p> <p>Excellent IT skills are essential.</p>	<p>Experience in ISL (Irish Sign Language) may be an advantage but not a requirement</p>

EmployAbility Limerick is an equal opportunity employer.